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TAB - B

Slots # 58
836
836.01

CABLE ANALYST GS-9

JOB SUMMARY:

The Cable Center is responsible for receiving, disseminating, dispatching, fulfilling service requests, and filing of all classifications of cables received from State, Army, Navy, Air, ICA and USIA as outlined in CIA Regulation No. 51-730 "Dissemination of Non-CIA Produced Cables and Telegrams".

Copies of these cables are marked for dissemination within CIA in accordance with the stated requirements filed in the Reading Requirements Manual. In addition, the Cable Center has special requirements on file which deal specifically with cables. The formal requirements as filed in the Reading Requirements Manual were written primarily for documents and reports. In this respect, it is the responsibility of the Cable Analyst to interpret these requirements in terms of information contained in cables.

Cables report currently on political, economic, scientific, military, biographical, psychological, geographical, and sociological developments on a worldwide basis. They are essentially, up-to-the-minute news bulletins. As such, they are a primary source of current intelligence. A substantial percentage of cables (over 1/3 of all available source material) is used in Office of Current Intelligence publications.

At the direction of the Chief, or Assistant Chief, Cable Center, the Cable Analyst conducts liaison with the Branches and Divisions of CIA for the purpose of interpretation and further clarification of their existing requirements. The function of liaison and coordination requires the ability to deal effectively with Agency personnel at various grade levels in arriving at a common understanding of substantive material affecting cable dissemination.

This position is a 6 day a week position charged with the responsibility for analyzing and disseminating non-CIA cables of all classifications received from State, Army, Navy, Air, ICA and USIA.

The Cable Center provides cable service to OCI, IBI, DCI and DBP after normal working hours, on Saturdays and Sundays, and on Holidays. The Cable Analyst serves as Cable Center Duty Officer as scheduled.

DUTIES AND RESPONSIBILITIES:

A. Disseminating Cables

1. Reads and determines significance of intelligence data contained in cables in terms of office requirements and priorities set forth in the Center's Reading Requirements Manual (including those special requirements which deal specifically with cables) and in "Watch Items" or special requests.

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NOTE: All non-CIA cables are received in multiple copies (3 to 16). The Cable Center's first responsibility is to determine dissemination of all except a processing copy (file copy), and jointly with the Despatch Desk to see that distribution takes place as promptly as possible. Approximately 580 cables are read daily by the Cable Analysts. The Cable Center disseminates all cables received during a normal work day.

2. Keeps knowledgeable on intelligence needs and priorities. He must acquire thorough knowledge of reading requirements in order to associate material at hand with all pertinent functional and geographic aspects of requirements. The time element does not permit frequent references to the Manual except for additions, deletions, revisions, and verifications of certain details.
3. Interprets the significance of the source and nature of many and varied cables. Source and nature of the cable have an important bearing on the dissemination. Regular cables usually permit wide dissemination; sensitive cables require limited dissemination. Raw information is of primary importance to some offices, finished reports to others. In some instances only substantive cables are desired; in other fragmentary information is as important as a comprehensive cable.
4. Directs the distribution of cables to Office, Division, or Branch level, including copy for VNR, within CIA by annotating the file copy of each cable.
5. At the direction of the Chief, or Assistant Chief, Cable Center, the Cable Analyst conducts liaison with the Branches and Divisions of CIA for the purpose of interpretation and further clarification of their existing requirements. The function of liaison and coordination requires the ability to deal effectively with Agency personnel at various grade levels in arriving at a common understanding of Substantive material affecting cable dissemination.
6. Responsible for assisting in the dissemination and distribution of all classifications of sensitive (S/S) and Dulles cables. The dissemination of these cables is limited to certain offices and individuals and is accomplished through special channels.
7. The Cable Analyst must possess a thorough knowledge of the functions and missions of organizational units of the overt elements of CIA.
8. The responsibilities of a Cable Analyst are such as to demand a high degree of intellectual curiosity, an ability to arrive at sound analytical decisions and the ability to make correct decisions within an absolute minimum of time.
9. The Cable Analyst must be able to read rapidly over sustained periods.
10. The Cable Analyst participates in rotation of duty (7:00-3:30) every third pay period and works on Saturdays and holidays as scheduled.

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11. Incumbent serves as Cable Center Duty Officer as scheduled. Incumbent must be knowledgeable of all aspects of the Cable Center operation and must be able to provide prompt cable service to OCI, ECI, DCI and DDP after normal working hours, on Saturdays (after 3 p.m.) and Sundays, and Holidays on which the Cable Center does not operate. In this connection, the Cable Analyst must have a working knowledge of special and regular cable channels in State, Army, Navy, Air, ICA and USIA. The Analyst must exercise a high degree of judgement in servicing high-level cable requests and in exerting "pressure" on the proper channels and people in order to procure and deliver the cable to the requestor.

SUPERVISION:

Incumbent is under the supervision of the Section Chief, GS-13 who determines job assignments and interprets Cable Center policy regarding non-CIA cable matters. The daily questions in dissemination practice are referred to the Assistant Chief, GS-12.

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